



RESEARCH ASSOCIATE

\$51,780 - \$64,732 ANNUALLY + potential performance bonus

THE ORGANIZATION

CPS is a self-supporting public agency offering a full range of human resource products and services to over 1,500 Federal, State and local government agencies and private non-profit agencies across the United States and Canada. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning. Our main office is in Sacramento California, with branch offices in Madison WI and Washington DC and regional offices in Atlanta, GA, Chicago, IL, and Washington, DC.

CPS is operated by a nine member Board of Directors including the City of Anaheim, California State Personnel Board, County of Sacramento, City and County of San Francisco, East Bay Municipal Utility District, State of Wisconsin, City of Las Vegas, County of Sonoma, and Hayward Unified School District. Our vision is to improve Human Resources in the public sector. Core values promote client satisfaction, high quality of work life, and financial returns that assure long-term sustainability. Our employees participate in a results-oriented pay plan that allows for accelerated advancement of base pay and lump sum payments for exceptional service and contributions to organizational success. CPS believes in sharing its success with the employees who make it happen! More information on CPS can be found at <http://www.cps.ca.gov/>.

THE POSITION

Our Washington, DC office is seeking a Research Associate to assist regular and part time consultants with Federal projects in the DC area and throughout the United States. It is anticipated that the selected candidate will do some traveling to multiple locations in order to meet with current and potential clients and to perform project work.

The Research Associate provides a wide range of analytical and technical support services in both team and individual project settings. Although orientation to CPS-specific practices is provided, qualified candidates should possess sufficient education and/or experience to demonstrate a general understanding of public administration. General familiarity with public sector human resources activities such as recruitment/selection, classification /compensation, staffing, and organizational development and best practices review is required.

KEY DUTIES:

- Writes comprehensive and detailed technical narrative and statistical reports from information provided by consulting staff or obtained from source materials and templates.
- Conducts internet and telephone research into topics as requested by consulting staff; compiles and organizes information and conducts preliminary analysis of material; incorporates information into a variety of reports, graphs or visual presentation materials.
- Conducts salary surveys, compiles and organizes information; prepares complex spreadsheets and formats information.

- With direction, drafts class specifications, brochures, questionnaires, survey instruments, forms and other documents; drafts policies, procedures and other material.
- Assists in planning and conducting multiple projects with CPS staff, intermittent consultants and/or subcontractors.
- Communicates with potential clients to determine project needs; assists in outlining scope of work and developing timelines/cost estimates; helps prepare proposals, letters of agreement and contracts.
- Assists in conducting recruitments, salary studies, classification studies, position audits, organizational development studies and other projects as appropriate to client needs.
- Provides analytical support to CPS managers and/or other staff in areas such as recruitment, classification, compensation, test development/administration and organizational analyses.
- Develops and maintains effective working relationships with a variety of clients including those in Federal, State and local agencies, while participating in political and sensitive human resource issues.
- Establishes and maintains cooperative and collaborative relationships with clients, CPS staff, and others; facilitates clear communication and timely completion of projects and helps resolve concerns; travels to clients' place of business or other locations as necessary.
- Analyzes and interprets data for projects, reports and recommendations.
- May lead or supervise the work of subordinate technical or clerical staff.
- Helps coordinate activities and efforts with the CPS Regional Offices.
- Provides additional support to CPS managers on an as-needed basis.

QUALIFICATIONS

Successful candidates are expected to possess the following:

Ability to:

- Write clearly and concisely.
- Conduct business research, compile and analyze information and prepare summaries and other documents.
- Deal tactfully and courteously with clients and the general public.
- Interpret, compile and analyze data and outcomes to make appropriate and sound project recommendations.
- Establish and maintain effective working relationships with clients, coworkers, applicants and others.
- Communicate clearly and concisely, both orally and in writing.
- Present information to clients and professional groups.
- Work on multiple tasks and projects simultaneously in an organized manner.
- Prioritize, plan, organize and complete work assignments.
- Effectively cope with ambiguous, sensitive and controversial issues.
- Maintain a strong customer focus at all times.
- Maintain a polished professional appearance at all times.
- Travel on an as needed basis.

Skills:

- Good analytical and problem resolution skills.
- Good customer service skills.
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access). MS Project highly desirable.
- Good organizational and planning skills.
- Excellent communication and interpersonal skills.

- Multi-tasking competencies to work on multiple efforts or projects.

Knowledge Of:

- Basic Federal, State and local government laws, rules, policies and procedures related to human resources.
- Basic principles and practices of public/business administration including the human resources field.
- Basic principles and practices of job analysis, test validation, and test development.
- Basic principles of project management.
- Research methodology and statistical methods, analyses and concepts.
- Public sector Civil Service processes.
- Basic principles and methods of classification and compensation.
- Basic recruitment and selection procedures.
- Methods of data collection and analysis.
- English usage, spelling, grammar and punctuation.
- Computer applications, including word processing, spreadsheet, database, statistical analysis, presentation and communication software.

Education:

The ideal candidate will possess a Bachelor's Degree in Human Resource Management, Industrial/Organizational Psychology, Business/Public Administration or a related field. Successful completion of a Master's Degree in one of the above fields is desirable and may substitute for the required experience (see below).

Experience:

The ideal candidate will possess a minimum of one year of analytical/technical experience in public sector personnel work. Strong analytical/technical experience in budgetary, systems, financial or other areas, whether in a public or private business setting, will also be considered.

Physical and Mental Requirements:

- Vision sufficient to clearly see computer monitors and written documentation.
- Ability to travel by plane, rail or auto.

Other Requirements:

- Possession of a valid driver's license may be required for some assignments.
- A Research Associate may be required to work on weekends or work extended hours to ensure the completion of projects.

SALARY AND BENEFITS

Salary Range

\$51,780 - \$64,732 with potential for significant performance based bonus.

Benefits

Parking – parking is provided at no cost. Location is near public METRO transit.

Insurance – CPS provides health, dental, vision, life and long-term disability plans.

Leave – CPS provides a generous leave plan including 16 personal leave days per year (vacation and incidental illness), 6 long-term sick leave days per year (which may be accrued), 7 regular holidays and 4 floating holidays.

Retirement – CPS is a member of California Public Employees' Retirement System (CalPERS) which is one of the largest retirement systems in the U.S. CalPERS offers comprehensive benefits to CPS and all of its members (<http://www.calpers.ca.gov>). In addition, CPS offers a 457 deferred compensation plan. Except for Medicare, CPS does not participate in Social Security.

Flexible Spending – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account which allows participants to use pre-tax monies to pay for childcare, elder care and/or out of pocket health care expenses.

SELECTION PROCESS

Qualified candidates must be able to successfully complete a background check. Interested candidates should submit a detailed resume, including e-mail addresses, educational history, occupational history with dates of employment and salary history. Letters of reference/recommendation are not desired nor accepted. Interested candidates should email resumes and supplemental information in a MS Word 6.0 file or Rich Text Format file to: DC@cps.ca.gov. Faxes, postal mail and/or phone calls will not be accepted.

The application process will remain open until filled. Initial screening is anticipated to occur the week of November 17, 2003. This position may close as soon as a sufficient number of qualified candidates are received.

CPS IS AN AT -WILL/EQUAL OPPORTUNITY EMPLOYER